

# CITY OF TEMPE SEASONAL EMPLOYMENT OPPORTUNITY



Parks and Recreation, 2<sup>nd</sup> floor of the Tempe Library ■ 3500 S. Rural Road ■ Tempe, AZ 85282 ■ (480) 858-2469 ■ TDD (480) 350-5050 ■ [www.tempe.gov](http://www.tempe.gov)

## Special Needs After School Teen Program Leader

OPENING DATE:	November 28, 2005
FIRST REVIEW DATE:	Ongoing.
INTERVIEWS WILL BE CONDUCTED:	When a sufficient number of applications have been collected.
CLOSING DATE:	Open until needs of City are met
EXPERIENCE AND TRAINING:	Requires some experience working with children or teens. Prefer some experience in coordinating activities for adults and children with developmental disabilities. Some college level course work in special education and/or related field is preferred. Requires successful completion of required selection process, successful completion of background investigation, and verification of identity and work authorization.
REPRESENTATIVE ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none"><li>• Planning age-appropriate activities and ensuring they are safely conducted.</li><li>• Fostering a positive relationship with school staff</li><li>• Supervising teen participants and volunteers.</li><li>• Maintaining facility; reporting problems, cleaning up, ensuring safety.</li><li>• Completing payroll time sheets; tracking student attendance</li><li>• Setting up teaching area; lifting and carrying tables, chairs, teaching equipment; may require lifting or transferring people in and out of wheelchairs.</li><li>• Requesting and accounting for supplies</li></ul>
HOURLY WAGE:	<ul style="list-style-type: none"><li>• \$8.69/hr</li></ul>
WORK LOCATION:	<ul style="list-style-type: none"><li>• Marcos de Niza High School</li></ul>
APPLICANT REQUIREMENT:	Position requires certification in First Aid and CPR within 3 months of start of program. If currently certified, please attach a copy of certificates to application.
AVAILABILITY REQUIREMENTS:	<ul style="list-style-type: none"><li>• Must be able to work a flexible weekday schedule</li><li>• Hours will be 2:20-6 pm 2-5 days per week. Additional hours available if desired.</li></ul>

Return Application to Parks and Recreation, 3500 S. Rural Road.  
**AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**